



**NORTH CAROLINA STATE ETHICS COMMISSION**  
**“Long Form” Instructions**  
to  
**2009 STATEMENT OF ECONOMIC INTEREST**

Dear Public Official:

In 2009, legislators, public servants, and judicial officers subject to the annual Statement of Economic Interest (“SEI”) filing requirements of the State Government Ethics Act must file a complete SEI (“Long Form”), an “Amendment to SEI,” *or* an SEI “No-Change Form” (not all three). Each filer will need to determine which form is most appropriate in their individual situation, and this will depend upon whether there were pertinent changes to the filer’s personal or economic circumstances during 2008. The Amendment to SEI and No-Change Form are available only to individuals who filed a complete SEI in 2008. Individuals who did *not* file a 2008 SEI must file a complete SEI in 2009.

**You must comply with the annual SEI filing requirement  
no later than April 15, 2009. Failure to comply  
may subject you to a \$250 fine and disciplinary action,  
including removal from your public position.**

Please Review This Checklist Carefully Before Submitting Your SEI “Long Form”:

- ☐ Have you responded to each question, including question 19? If you do not have information to disclose in response to a question please check “No.” If you check “Yes,” please provide the information requested.
- ☐ Does your SEI include information concerning yourself, your spouse, and members of your immediate family? Note that immediate family includes members of your extended family *who reside in your household*.
- ☐ Do you need additional space to respond to a question? If so, please attach that information to the SEI but be sure to refer to that attachment in your response to the question (i.e., See attachment 1).
- ☐ Is your SEI signed and notarized? SEIs that are not signed and notarized will not be accepted.
- ☐ Did you send your original SEI to the SEC? Although a fillable, savable version of the SEI is available electronically at [www.ethicscommission.nc.gov](http://www.ethicscommission.nc.gov), you must submit the original to the Commission by the April 15, 2009, deadline. *Electronic or faxed SEIs will not be accepted.*
- ☐ Have you contacted the SEC with any questions concerning your SEI? SEC staff is available to answer any questions by telephone at (919) 807-4620 or e-mail at [ethics.commission@doa.nc.gov](mailto:ethics.commission@doa.nc.gov).
- ☐ Did you make and keep a copy of your form for your records and future reference? For example, if your form is lost in the mail, you may use a fully-executed copy to prove attempted compliance.

The State Ethics Commission and its staff thank you for your cooperation in complying with this important requirement and for your continued public service.